



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-04)

OPEN TO: All Interested Candidates
POSITION: Executive Assistant, Personal Services Contractor
OPENING DATE: February 10, 2012
CLOSING DATE: February 24, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Executive Assistant.

Under the Country Director's specific directions on procedures, objectives and timeliness, the Executive Assistant performs a wide range of administrative and executive support related tasks and will work independently with little or no supervision. This position acts as official interpreter for the Country Director (CD), translates documents and correspondence, coordinates special functions, maintains files for the executive office, maintains CD's appointment/travel schedule, acts as immigration and protocol liaison, and develops and maintains promotional materials. This position is sensitive and has access to confidential information.

QUALIFICATIONS REQUIRED

- Bachelor's degree in a relevant field, and over 5 years of experience providing support at the executive level with at least 1 year with American or international organizations.
- Level IV, both English and Nepali (written and spoken).
- Must have knowledge of International Development Work, Cross Cultural Awareness, Governmental and Non-Governmental Organizations Operations, Public Relations.
- Must possess excellent calendar management skills, including the coordination of complex executive meetings.
- Must have experience assisting management with the creation of PowerPoint presentations, strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook, and internet navigation.
- Must have experience scheduling travel.

- Must have excellent time management and organizational skills, flexible and enjoy the administrative challenges of supporting an office of diverse people and programs.
- Must have ability to interact with staff (at all levels) in a fast paced environment, sometimes under pressure, remaining proactive, resourceful and efficient, with a high level of professionalism and confidentiality.
- Demonstrated ability to take initiative, decision making skills, and attention to detail.
- Demonstrated experience working with minimal supervision or direction.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Experience with Web publishing.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.04EA@gmail.com . A confirmation email will be sent when your email is received.